

**2004 U. S. DEPARTMENT OF EDUCATION
CIVIL RIGHTS DATA COLLECTION
DISTRICT SUMMARY: ED101**

U.S. Department of Education
Washington, DC 20202-1172
Due Date: March 31, 2005

REPORTING REQUIREMENT

This Data Collection (previously referred to as the OCR E&S Survey) is required by the U.S. Department of Education under Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, and under the Department of Education Organization Act (20 U.S.C. 3413). Implementing regulations are issued to carry out the purposes of Title VI of the Civil Rights Act of 1964, at 34 CFR 100.6(b); Title IX regulations at 34 CFR 106.71; and the Section 504 regulations at 34 CFR 104.61.

Public Burden Statement. According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1880-0541. The time required to complete this information collection is estimated to average 7 hours per response, including the time to review instructions, research existing data resources, gather the data needed, and complete and review the information collection. **If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to:** U.S. Department of Education, Washington, D.C. 20202-1172. **If you have comments or concerns regarding the status of your individual submission of this form, write directly to:** Civil Rights Data Collection Service Center, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-1172.

RETURNING THE REPORT

Please send original forms or electronic submissions to the U.S. Department of Education. Retain photocopies of the ED101 and ED102 forms for your reference for two (2) years from the date signed. The mailing address is Civil Rights Data Collection Service Center, 400 Maryland Avenue, S.W., Washington, D.C. 20202-1172.

GENERAL INSTRUCTIONS

You'll find complete instructions for filling out the ED101 here and on page 2. If you are using electronic formats, i.e., Web-based, mainframe computer or PC-based software application, please see separate documentation.

Reporting period. For all students in your district, both students with disabilities and other students, information should be reported as of October 1, 2004, or the nearest convenient date prior to December 15, 2004, unless otherwise noted. Whenever possible, information should be provided consistent with the date of the special education Child Count in your state. When preceding school year data are requested, please report cumulative data for the entire year 2003-2004.

Counting students. Enrollment data collected on this form includes (1) both general enrollment and special education students, (2) district students in non-district facilities, and (3) students in pre-kindergarten/pre-school programs through grade 12. When counting enrollment, do NOT include non-residents attending district schools.

No students versus non-applicability. So we can distinguish between no students for a given item and non-applicability of that item for your school, always enter a response to every item.

- If the answer is **None**, enter zero (0) in all appropriate cells.
- If a particular item is **Not Applicable** in your case, enter an **X** for that response.

Certification. The superintendent or authorized representative must complete the Certification signature block for the district. The certification pertains to *all* items on the ED101 and ED102 forms.

When filling out the form, please . . .

- Print legibly using a black ballpoint pen.
- Leave no space empty.

DEFINITIONS

- **Public school.** An institution that
 - provides pre-school, elementary, and/or secondary instruction;
 - has one or more grade groupings (*pre-kindergarten through 12*) or is ungraded;
 - has one or more teachers to give instruction;
 - is located in one or more buildings;
 - has an assigned administrator(s);
 - receives public funds as its primary support; and
 - is operated by an education agency.

Public schools include charter schools that receive public funds from state or local government.

- **Non-district school or facility.** A public or private school or facility that provides instruction or services that are not provided by the local education agency. This includes regional service agencies that provide administrative or special services to local education agency students. A private school may serve children with disabilities who are placed by a public agency in the private school, and who receive special education and related services in the private school at public expense.

CHILDREN WITH DISABILITIES

- **Children with Disabilities—IDEA.** Under the *Individuals with Disabilities Education Act (IDEA)*, children with mental retardation, hearing impairments including deafness, speech or language impairments, visual impairments including blindness, emotional disturbance, orthopedic impairments, autism, traumatic brain injury, other health impairments, or specific learning disabilities, deaf-blindness, multiple disabilities, or developmental delay; and who, by reason thereof, need special education and related services.
- **Children with Disabilities—504.** An elementary or secondary student with a disability who is being provided with related aids and services under *Section 504 of the Rehabilitation Act of 1973*, as amended, and is NOT being provided with services under the *Individuals with Disabilities Education Act (IDEA)*.

SPECIFIC INSTRUCTIONS

Item 1. Number of public schools. This number should equal the number of *Individual School Report ED102* forms submitted by your district.

Item 2. Public school membership. Please provide an unduplicated count of students in your district as of a date consistent with your state's special education Child Count. If that's not possible, please report a count taken between October 1, 2004 and December 15, 2004.

- In this count, include students enrolled in pre-kindergarten, pre-school, and non-district facilities.
- Non-district facilities include public and private schools, intermediate units, and residential facilities outside the local education district, as well as social service agencies and homebound/hospital students.

Item 3. Awaiting initial evaluation. Count only students awaiting initial evaluation for special education programs and related services under the *Individuals with Disabilities Education Act (IDEA)*, which is defined above.

Item 4. Number of Children with Disabilities. Enter the number of students eligible under the *Individuals with Disabilities Education Act (IDEA)*, which is defined above. Be sure to include all student populations in the bulleted list, below.

Note: The number you provide here could differ from the aggregate of students reported on *ED102*, Tables 10 and 11 because the students counted here include populations that *ED102* excludes.

- Include students in pre-school, pre-kindergarten, and kindergarten through age 21.
- Include students in non-district schools and residential facilities.
- Include students in intermediate units, regional service agencies, and who are home- or hospital-bound.
- Include students who are eligible for services under the *Individuals with Disabilities Education Act (IDEA)*.
- Exclude students who receive services solely under *Section 504 of the Rehabilitation Act of 1973*.

SPECIAL NOTE ABOUT ED102 & CHARTER SCHOOLS

Item 5 of the *ED102* form asks schools to darken the YES bubble if the school is a charter school. The instructions in *ED102* defines a Charter School as a school providing free public elementary or secondary education to eligible students under a specific charter granted by the state legislature or other appropriate authority and designated by such authority to be a charter school.

Please note that Charter Schools are to provide data only if they received a preprinted form.